

POSITION VACANCY ANOUNCEMENT

October 24, 2007

Library Assistant 3 .9 fte Public Services/Youth & Branch Services Children's Room/Oshtemo/Eastwood *External Posting*

SCOPE OF RESPONSIBILITIES

- To assist library patrons at public service desks
- To assist with special programs and tours
- To support the work of the Program Librarian
- To assist in the production of quarterly Children's program calendar
- To compile departmental statistics and reports
- To assist with collection maintenance duties
- To assist in circulation tasks and other support duties
- To assist with other general Children's Room duties as assigned
- To assume responsibility for the Branch in the absence of a librarian
- To assist patrons with computer and audiovisual needs
- To participate in departmental meetings, library-wide committees, training opportunities, and perform other duties as assigned

MINIMUM QUALIFICATIONS

1. Completion of coursework in library science or comparable library experience
2. Keyboarding proficiency
3. Ability to use Microsoft Office Suite products
4. Ability to work comfortably with automated systems and equipment
5. Possession of a courteous public service manner
6. Knowledge of business English, spelling, and math
7. Knowledge of office practices and procedures
8. Skill in written and verbal communication
9. Knowledge of library procedures and materials
10. Evidence of ability to supervise others
11. Evidence of ability to work independently
12. Ability to relate well to children

DESIRABLE QUALIFICATIONS

1. One year of library and clerical experience

SALARY

\$25,516 yearly, Library Assistant 3, Step A; pro-rated health insurance; fully paid dental, vision, and retirement; pro-rated vacation, sick leave, and holidays

SCHEDULE

Monday – Oshtemo Branch	8:30 – 5:00
Tuesday – Children's Room	8:00 – 5:00
Wednesday – Children's Room	12:30 – 9:00
Thursday – Eastwood Branch	9:00 – 1:00
Friday – Children's Room	8:00 – 5:00
Every 3 rd Saturday with Friday adjustment	8:00 – 5:00

AVAILABILITY

Immediately

Applications available in Administrative Services or at www.kpl.gov
Completed application, cover letter, and resume should be sent to Chris Price in Administrative Services
Deadline: Friday November 2, 2007 at 5:00 pm